

## SUPPLIER EVALUATION PLAN

### I. ORGANIZATION TO BE EVALUATED

XYZ Company  
9999 East 48<sup>th</sup> Ave.  
Denver, CO 80216  
303-999-9999

### II. EVALUATION DATES:

June 1 & 2, 199X

### III. SCOPE:

To verify that XYZ Company complies with the applicable technical and quality requirements required by ABC to be an approved Mechanical Seals commodity supplier.

### IV. REQUIREMENTS:

Standard Commercial Quality Checklist  
ABC Contractor's Quality Manual  
Applicable Product Specifications

### V. ACTIVITIES TO BE EVALUATED:

All activities which support ability to order, control and deliver items to ABC

### VI. DOCUMENTS TO BE EVALUATED:

All documents supporting XYZ Company's commercial quality program.

### VII. NOTIFICATION:

M. S. Distributor  
Title: Operations Manager

### VIII. EVALUATION PROTOCOL:

Checklists will be used. These checklists will be structured around the requirements listed in Section IV above.

### IX. SCHEDULE:

June 1 & 2, 199X 9:00-17:00

Entrance Meeting: 09:00 on June 1<sup>st</sup>  
Exit Meeting: To be determined during  
the course of the evaluation

### X. ABC Assessor Personnel: D. C. Sqig and M. R. Assessor

PREPARED BY: M. R. Assessor Date: 5-4-9X  
Assessor Team Leader